

CITY OF MILWAUKIE

CLASSIFICATION: ADMINISTRATIVE SPECIALIST III

Department: Varies

FLSA Status: Nonexempt

Pay Grade: 58

Union Representation: AFSCME

CLASSIFICATION SUMMARY:

Performs a variety of complex administrative support activities within an assigned area of duties. Prepares budget documents and other complex reports and data analysis, assists the public and vendors in person and on the telephone; gathers, prepares and inputs data; prepares correspondence; proofreads and edits information; file retrieval, and performs a variety of related clerical and paraprofessional tasks in assigned area of responsibility. This is the highest-level classification within the administrative specialist series. Employees in this classification receive only general instruction or supervision as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Reports to a department director. This classification is distinct from the Administrative Specialist II in that this position provides direct support to a Department Director, works on budget preparation, work is predominately with vendors and contractors rather than with the public and typically has responsibility for a functional area. The Administrative Specialist III may act as a lead coordinator on assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Coordinates the office operations of a department director or manager, including developing office procedures, routines, and processes for department/division.
2. Coordinates and manages more complex functions such as contract administration and works with vendors to monitor contracts.
3. Prepares and types legal documents including assisting in contract preparation and annual Capital Improvement Projects (CIP).
4. Coordinates activities, programs, or projects on behalf of the director/manager.
5. Creates complex templates, macros, presentation materials, slides, charts, and graphics. Designs forms.
6. Develops and maintains databases for tracking departmental/program information; creates and produces complex reports from database as required and necessary.
7. Performs administrative tasks related to personnel, budgeting, and facilities including maintaining time reports and posting and maintaining budgets including processing payables.
8. Develops, edits, and distributes materials and correspondence for respective program area.
9. Works with vendors to determine service and resolve any issues that may arise.
10. Performs a variety of data entry functions; inputs data from various sources; ensures data is posted to appropriate accounts; proofreads data for accuracy and completeness.
11. Provides customer service support to internal and external customers.

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12. Answers the telephone and assists the public in person; responds to public inquiries in a courteous manner; provides information on departmental and City policies and procedures as required or collects information regarding more complex inquiries and refers to appropriate person for follow-up as necessary. May operate a two-way radio, dispatch calls to staff and provide information and assistance.
13. Requisitions and monitors supply inventories.
14. Attends meetings and transcribes minutes of proceedings.
15. Processes and distributes incoming and outgoing mail.
16. Archives records and retrieves records in accordance with State Records law.
17. Processes a variety of moderately difficult to complex paperwork. Creates and maintains electronic and manual filing systems, enters, and retrieves information.
18. May supervise temporary employees and or provide project lead responsibilities to other employees.
19. Maintains positive public relations with customers and is responsive to customer needs.
20. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
21. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- The respective functional area such as crime analysis, contract administration or risk management.
- Office practices, procedures, and equipment.
- Standard business English composition, spelling, grammar and punctuation.
- Word processing, database, and spreadsheet software.
- Project management principles and techniques.

Skills and Abilities to:

- Operate standard office equipment including, multi-line phones, computers, copiers, fax machines and two-way radios.
- Create documents in Word, Excel, Access, and other job specific operating systems.
- Gather and analyze information and determine appropriate action.
- Maintain filing and record keeping system.
- Manage projects and prioritize multiple assignments under tight timelines.
- Prepare complex reports, correspondence, and records.
- Learn, apply and explain in detail the City and departmental policies and procedures.
- Work independently, prioritizing multiple tasks to meet deadlines while maintaining accuracy and attention to detail.
- Greet the public and respond to inquiries both in person and via the telephone.
- Establish and maintain effective working relationships.
- Work as a team member.
- Perform the essential functions of the job.

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Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- High school diploma or GED is required.
- Four (4) years of progressively responsible related experience.

Licensing/Special Requirements:

- Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License or have alternate methods of transportation which allow you to meet the essential functions of the position.
- Must be able to pass the department's security clearance standards, including review of driving record for jobs where applicable.
- Some positions may require the person to obtain a Public Notary Commission within six (6) months of hire.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones and specific operating programs for respective area.

Supervision:

- May direct and oversee the work of temporary employees or provide lead project direction to regular status staff. This position does not provide full scope supervision to any other regular status staff.
- Operates under the general direction and supervision of the Department Head.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- a) Work is performed in office settings with extensive computer workstation inflexibility to input and retrieve information from the computer system.
- b) Some evening meetings may be required depending upon the position.
- c) The employee must occasionally lift and/or move up to 25 pounds such as boxes of paper.

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The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Adopted: 6/1997

Revised: 11/30/04 (Previously Administrative Specialist job title); 10/21 new format